

Urooj Zehra

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Looking for a highly challenging position offering prospects of intellectual and creative growth in exchange of professional commitment.

I believe in life-long learning. Therefore, I always strive to improve my knowledge and skills in today's competitive Business environment. I am a quick learner and willing to accept a challenging position in forward looking companies that requires a highly motivated individual to be a part of their team in order to achieve their goals.

KEY COMPETENCE:

- Problem solving & Team Management
 - Cash Management
 - Time Management
 - Account Reconciliation
 - General Ledger Account
 - Office Administration & Co-ordination
 - Quick Learner and Team Player
 - Financial Analysis of accounts
 - Vendor Management
 - Accounts Payable & Accounts Receivable
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Alfaraa Group – Alain Abu Dhabi – UAE
Admin & Finance Manager – Head Office

Oct – 2020 to May-2022

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- Responsible for the preparation and analyzing of monthly payable reports to support senior management in controlling and achieving budgetary cost cutting targets. I also analyze the payment process to improve the cycle time. Other responsibilities are:
 - Maintaining daily reports for expenditures and Income count for various Units of Group and submitting to Higher management on daily and weekly basis.
 - Monitoring and forecasting cash (incoming & outgoing) to maintain positive cash flow.
 - Composing effective Monthly Management Reports summarizing Payable & Receivable data for different Units of Group.
 - Maintaining and controlling journal entries monthly accruals of Revenue sharing payments & other expenditures
 - Created Payment trend analysis for Revenue sharing payment with a 10% variation limit.
 - Coordinate with Revenue Assurance team for further investigation if the payments for RS vendors goes beyond the limit
 - Monthly coordination with Receivable Management team to acquire outstanding amount for Revenue Sharing (RS) vendors which are adjusted with their payments
 - Coordination with Cash Management team to check for any payment returns cases.
 - Coordinating and creating constructive communication between departments in order to provide monthly SMS Revenue reports and resolve major discrepancy cases.
 - Maintaining and controlling the monthly accruals of Revenue sharing payments.
 - Processing and compiling monthly part time staff sales incentive accurately for all regions (600+ PT employees)
 - Managing accurate and timely process of 400 to 500 invoices for large, multi-site organizations.
 - Computing accurate figures as delay penalties, and commissions.
 - Liaison with AUH Govt Bodies for Annual Audit Report.
 - Leading & Managing a Team of Accountants, Clerks & Office Assistant (9 Employees)

Prime Gulf Manpower Recruitment, Abu Dhabi – UAE
University General Transport, Abu Dhabi - UAE
Admin & Finance – Assistant Manager

Nov 2014 – Oct - 2020

- Reporting to the Managing Director / General Manager and steering the entire finance & accounting functionalities for Manpower and Transportation services – Leading a team of 5 Employees.
- Coordinating business and operational activities and monitoring all departments & concerns.
- Assisting Finance Manager for cash flow planning & management, preparation and dissemination of half yearly financial reports from detailed financial statements.
- Reviewing half yearly & yearly P&L and analyzing deviations with the prior year results, Analyzing expenditures & revenue and monitoring funds allocation.
- Ensuring proper maintenance & reconciliation of all General Ledger accounts and integrity of financial statements including record maintenance.
- Consulting in VAT certificate application, system implementation and ensuring accurate transaction, Accounting and filing of VAT returns as per the law.
- Involved in reviewing invoices & statements and approving payments.
- Responsible for checking & ensuring maintenance of accounting & payroll records and documents to ensure accuracy and adequacy of information.
- Involved in approving & signing payments, coordinating cash handling and billing procedures, setting Cash Controls and preparing monthly reports.
- Perform other finance and administration related tasks that may be requiring from time to time.

Al-Tawash Bldg. Cont. LLC
Delma Street, Abu Dhabi - UAE

From: **May-2010 – To 30-10-2014**

Admin HR & Accounts Officer

- Projects a professional company image through phone interaction.
- Professionally handles strictly confidential and official matters.
- Arrange travel & hotel reservations for the staff and guests.
- Setup and co-ordinate meetings and conferences.
- Provide support to Administration concerning of employees.
- Maintain and update the attendance record of employees.
- Assign in the application and cancellation of Medical Insurance.
- Serve as a pillar that co-ordinate the office & Site staff and the Management.
- Responsible for placement of advertisement for proper job openings.
- Payment follow-up in co-ordination with the Accounts department.
- In-charge of the overall supplies needed by the office.
- Deal with staff & Clients issues, as they arise.
- Create and maintain sufficient filing for the documents.
- Perform other tasks that may be requiring from time to time.

Awan Group of Industries
Karachi, Pakistan

Assistant Manager Accounts & Finance
From: May – 2003 to February – 2010

- Monitor daily transactions.
 - Approved Payment vouchers.
 - Prepare Final Accounts of Company.
 - Reconciliation of Suppliers Accounts.
 - Dealing with Banks / Financial Institutions.
 - Dealing with parties regarding Financial Matters.
 - Planning of payments to Suppliers.
 - Monthly & Quarterly Audit of Suppliers accounts.
 - Management Reporting.
 - Monitoring of Sales tax Refund.
 - Finalization of Pay Rolls.
 - Monitoring Of Creditors Records.
 - Involve in Yearly Audit Of Company.
 - Supervise 6 Persons team of Accounts & Finance.
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Fateh Chemical Industries” Hyderabad
Hyderabad, Pakistan.

Assistant Accountant & Cashier
For 2 & half years

HIGHLIGHTS OF INTERPERSONAL SKILLS:

- Highly professional and possess flexible personality.
 - Own and Take pride in doing my job for achieving positive results.
 - Works independently as well as a Good Team player.
 - Adopt working environment & conditions and maintains a good working relation with co-employees.
 - Service with smile attitude.
 - Hardworking and can handle above and beyond workload under special circumstances.
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EDUCATIONAL ATTAINMENT:

- ❖ Bachelor of Commerce
Govt. Sindh College of Commerce, Karachi – Pakistan “**2nd Division**”
 - ❖ Higher Secondary Certification
Govt. Sindh College of Commerce, Karachi “**2nd Position in District Education Board**”
 - ❖ Secondary School Certification
Govt. Girls Secondary School, Karachi – Pakistan
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PERSONAL INFORMATION:

Visa Status: Partner Visa

Marital Status: Married

Religion: Islam

Nationality: Pakistan

Driving License: Valid UAE Driving License

Languages: English, Urdu, and Partial Arabic